

अण्डमान तथा  
Andaman And



निकोबार राजपत्र  
Nicobar Gazette

असाधारण

EXTRAORDINARY

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No. 30, Port Blair, Monday, January 24, 2011

**ANDAMAN AND NICOBAR ADMINISTRATION  
OFFICE OF THE MANAGER, GOVT. PRESS, PORT BLAIR**

**NOTIFICATION**

Port Blair, dated the 24<sup>th</sup> January, 2011

No. 29/2011/F.No.2-139/GP/RR/2007/41.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with Govt. of India, Ministry of Home Affairs, Notification No. 14-3/60-ANL dated 11.04.1960 and in supersession of all previous Notification issued to this effect, the Lieutenant Governor (Administrator), Andaman & Nicobar Islands, hereby makes the following rules regulating the method of Recruitment to the Group 'C' post for **Section Holder (Case room), Compositor Grade I, Compositor Grade II, Offset Machine Operator, Electrician, Assistant Artist Retoucher, DTP Operator, L.M.V. Driver, Machine Operator-Cum-Layout Maker, Etcher, Cameraman, Plate Maker, Mechanic, Gally Proof Man, Daftry, Regular Mazdoor, Gateman/Chowkidar** borne in the Establishment of Govt. Press under the Information and Publicity Division of Directorate of IP&T of Andaman and Nicobar Administration, namely:-

**1. SHORT TITLE AND COMMENCEMENT :-**

- (i) This rules may be called the Andaman and Nicobar Administration, Group 'C' Post borne in the Establishment of Govt. Press under the Information and Publicity Division of Directorate of IP&T, of Andaman and Nicobar Administration Recruitment (Amendment) Rule, 2010.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

**2. NUMBER OF POSTS, CLASSIFICATION AND SCALE OF PAY:-**

The number of posts and their classification and scale of pay attached thereto shall be as specified in paras 2 to 4 of the schedule I to XVII annexed to these rules.

**3. METHOD OF RECRUITMENT, AGE LIMIT, QUALIFICATION ETC.:-**

The method of the recruitment, age limit, qualification and other matters relating to the said posts shall be as specified in paras 5 to 15 of the said schedules aforesaid.

**4. DISQUALIFICATION:-**

No person —

- a) Who has entered into or contracted a marriage with any person having a spouse living ; or
  - b) Who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said posts:

Provided that the Lieutenant Governor, Andaman and Nicobar Islands, may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of these rule.

**5. POWER TO RELAX:-**

Whether the Lieutenant Governor, Andaman & Nicobar Islands, is of the opinion that it is necessary or expedient to do so, he may, by order and for reasons to be recorded in writing, if necessary, relax any of the provisions of these rules with respect to any class or category of persons.

**6. SAVINGS:-**

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the candidates belongs to Scheduled Tribes and other specific categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. General (Retd.) Bhopinder Singh  
Lieutenant Governor,  
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-  
**Manager, Govt. Press**  
F.No. 2-139/GP/2009

**SCHEDULE – I**

1.	Name of post	<b>SECTION HOLDER (CASE ROOM)</b>
2.	No. of posts	3 (Three)* 2010* Subject to variation dependent upon workload
3.	Classification	General Central Services group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs.5200-20200+G.P. Rs. 2400
5.	Whether Selection post or Non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male & 18-38 years for females  (Relaxable for Govt. Servant's upto 5 years in accordance with the instructions or orders issued by Central Govt.) <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications forms from Candidates.
8	Educational and other qualifications required for the direct recruits	<b>Essential :</b> i) Passed in Secondary School Examination (10 <sup>th</sup> Std) from a recognized Board/Institutes. ii) ITI Certificate /Diploma in Printing Technology (Offset) from a recognized institute of Printing Technology. <b>Desirable :</b> 5 years experience in the trade

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of Probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods	100% by transfer failing which by Direct recruits
12.	In case of recruitment by promotion/ deputation/transfer, grades from which promotion / deputation/ transfer to be made	<b>Transfer:</b> From amongst Compositor Grade-I having experience in the grade.
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' Departmental Promotion Committee (for considering cases of confirmation consisting of:-</u></b> 1) Director (IP) - Chairman 2) Asst. Commr. (TW) - Member of Tribal Welfare Deptt. 3) Manager (Govt. Press) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Annexure to Schedule -I****DUTIES AND RESPONSIBILITIES OF SECTION HOLDER (CASE ROOM)**

1. To carryout all works related with Case Room in the Govt. Press.
2. He is responsible for maintaining of all works pertaining to the Case Room.
3. He should keep watch of attendance of staff attached with his Section in the absence of Foreman.
4. To allocate the works of staff attached with Case Room in the absence of Foreman.
5. He should maintain inventory of records pertaining to performance of his section.
6. He must attend to any other works which may be assigned to him by his Superiors.

**SCHEDULE – II**

1.	Name of post	<b>COMPOSITOR GRADE - I</b>
2.	No. of posts	30 (Thirty) *(2010)* (Subject to variation dependent on workload)
3.	Classification	General Central Services group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs.5200-20200+G.P. Rs. 2400
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male & 18-38 years for female (Relaxable for Govt. Servant's upto 5 years in accordance with the instructions or orders issued by Central Govt.) <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications forms from Candidates.
8.	Educational and other qualifications required for the direct recruits	i) Passed in Secondary School Examination (10 <sup>th</sup> Std.) from a recognized Board/University. ii) Knowledge of Computer/Composition and Proof Correction in (a) English, (b) Hindi or one of the Regional language in which printing is done in the Press. iii) 5 years experience of the Trade <b>Or</b> Certificate of successful completion of Apprenticeship under the Apprentice Act 1961 (52 of 1961) and 2 years experience of the trade)
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age: No Educational Qualification: Yes
10.	Period of Probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	1) 20% by promotion 2) 80% by direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> From amongst the Compositor Grade-II of the Govt. Press in the Pay in PB I with Grade Pay Rs.1900 with 8 years of regular service in the grade.
13.	If a DPC exists, what is its composition ?	<b>Group 'C' Departmental Promotion Committee (for considering cases of promotion/confirmation consisting of:-</b> 1) Director (IP) - Chairman 2) Asst. Comm. (Tribal Welfare) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Annexure to Schedule -II****DUTIES AND RESPONSIBILITIES OF COMPOSITOR GRADE I**

1. To carryout all the works related to Binding Section in the Govt. Press.
2. He is responsible for maintaining of all works pertaining to his Section.
3. To compose the matter and it's correction, and page making & submission to machine section for printing.
4. Punctual in attendance.
5. He should maintain records pertaining to his section & submit to his superiors.
6. He must attend to all other works which may be assigned to him by his Superiors according to modernization.
7. He must check daily the type case, and check it is in condition or not.  
If not he should report to his superior immediately.

**SCHEDULE - III**

1.	Name of post	<b>COMPOSITOR GRADE - II</b>
2.	No. of posts	9 (Nine)* (2010)* Subject to variation dependent on workload
3.	Classification	General Central Services group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200 + G.P. Rs. 1900
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male and 18-38 years for female (Relaxable for Govt. Servant's upto 5 years in accordance with the instructions or orders issued by Central Govt.) <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications forms from Candidates.
8.	Educational and other qualifications required for the direct recruits	i) Passed in Secondary School Examination (10 <sup>th</sup> Std.) from a recognized Board ii) Certificate of Successful completion of Apprenticeship under the Apprentice Act 1961 (52 of 1961) iii) Knowledge of Computer/Composition and Proof Correction in (a) English, (b) Hindi or one of the Regional language in which printing is done in the Press. <b>Desirable:</b> 3 years experience of the Trade.

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10.	Period of Probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion / deputation / absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' Departmental Promotion Committee (for considering cases of confirmation consisting of:-</u></b> 1) Director (IP) - Chairman 2) Asst. Marine Engineer, Marine Department - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Annexure to Schedule -III**

**DUTIES AND RESPONSIBILITIES OF COMPOSITOR GRADE II**

1. To carryout all the works related his section in the Govt. Press.
2. He is responsible for maintaining of all works pertaining to his Section.
3. He should punctual in attendance.
4. To providing types in various type cases.
- 5 To distribution of the composed matters and imposing.
6. He should maintain records pertaining to his section.
7. He must attend to any other works which may be assigned to him by his, Superiors according to modernization.

**SCHEDULE - IV**

1.	Name of post	<b>OFFSET MACHINE OPERATOR</b>
2.	No. of posts	2 (Two)* (2010)* Subject to variation depending workload
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-I Rs 5200-20200 + GP Rs. 2800
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 years for male & 18-38 years for female (Relaxable for Govt. Servant's upto 5 years in accordance with the instructions or orders issued by Central Govt.) <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications forms from Candidates.
8.	Educational and other qualifications required for the direct recruits	<b>Essential :</b> 1. Passed in Secondary School Examination (10 <sup>th</sup> Std.) from a recognized Board. 2. 3 years Diploma in Printing Technology (Offset) from a recognized Institute of Printing Technology. <b>Desirable:</b> 2 years experience on Offset Machine in Press of repute.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of Probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by absorption failing which by direct recruitment. <b>Note:</b> Vacancy is to be filled up by absorption from the same press first then by transfer from other Govt. of India Press
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion / deputation / absorption to be made	<b>Absorption:</b> From amongst Machine man Grade-II with 5 years regular service in the grade with 6 months of successful training in operation of Offset Machine imparted by the Govt. of India Presses and qualifies in the trade test.
13.	If a DPC exists, what is its composition ?	<b>Group 'C' Departmental Promotion Committee for confirmation consisting of:-</b> 1) Director (IP) - Chairman 2) Asst. Commr. (TW) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Annexure to Schedule IV****DUTIES AND RESPONSIBILITIES OF OFFSET MACHINE OPERATOR**

1. To carryout all Printing works related with machines in the Govt. Press including oiling of machines etc.
2. He is responsible for maintenance of machines operated by him.
3. He should be punctual in attendance.
4. To operate the offset printing machine for printing of material given to him and maintenance of out-turn register.
5. He shall maintain records pertaining to repair, maintenance, spare parts, tools etc wherever is necessary.
6. He must attend to any other works which may be assigned to him by his Superiors.

**SCHEDULE - V**

1.	Name of post	<b>ELECTRICIAN</b>
2.	No. of post	1 (one)* (2010)* Subject to variation dependent upon workload
3.	Classification	General Central Services group 'C' Non Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs.5200-20200 + GP Rs. 2400
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant's upto 5 years in accordance with the instructions or orders issued by the Central Govt.) <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ application from Candidates
8.	Educational and other qualifications required for the direct recruits	<b>Essential:</b> i) Passed in Secondary School Examination (10 <sup>th</sup> Std.) from a recognized Board/University ii) Trade Certificate in Electrical Grade from a recognized Industrial Training Institute (ITI) iii) Should qualify in the proficiency test. <b>Desirable:</b> 2 years experience in the trade.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotion	Not applicable
10.	Period of Probations, if any	2 (Two) years



11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' Departmental Promotion Committee for confirmation consisting of:-</u></b> 1) Director (IP) - Chairman 2) Assistant Engineer (Ele.) - Member Electricity Department 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Annexure to Schedule -V****DUTIES AND RESPONSIBILITIES OF ELECTRICIAN**

1. To rectify the electrical defects of all machineries and other Electrical equipments of the press.
2. Preparation of defective reports/returns and submission to authorities concerned, as required.
3. He should not leave office Premises without permission of the Officer-In-charge so that electrical faults etc are attended immediately.
4. He is responsible to maintain accounts for Material/oil etc supplied to him for running of D.G. set in the event of power failure. Maintenance of D.G. set will be his responsibility.
5. Any other works as assigned to him by his superiors.

**SCHEDULE-VI**

1.	Name of post	<b>ASSISTANT ARTIST RETOUCHER</b>
2.	No. of post	1 (one)* (2010)* Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C' Non-Gazetted Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs.5200-20200 + GP Rs. 2800
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.)

		<b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates.
8.	Educational and other qualifications required for the direct recruits	<b>Essential:</b> i) Xth Std. (Secondary School Examination) passed from a recognized Board/Institutes. ii) 3 years Diploma in Printing Technology(Offset) from a recognized institution of Printing Technology <b>and</b> iii) 2 years experience in Scanning and Planning & Retouching in a Offset/Photo Litho establishment of repute. <b>Desirable:</b> 2 years experience in the field in a Offset/Photo Litho establishment of repute
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of Probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods	<b>Absorption:</b> failing which by direct recruitment <b>Note:-</b> Vacancy is to be filled up by absorption from the same Press first then by transfer from other Govt. of India Presses.
12.	In case of recruitment by promotion/ deputation / absorption, grades from which promotion / deputation / absorption to be made.	<b>Absorption:</b> From amongst the Compositors Grade I in the Grade Pay Rs. 2400 with 5 years regular service in the grade with 6 months of successful training in the trade imparted by the Govt. of India Presses and qualifying in the trade test
13.	If a DPC exists, what is its composition ?	<b>Group 'C' Departmental Promotion Committee (for considering cases of confirmation) consisting of:-</b> 1) Director (IP) - Chairman 2) Asst. Commr. (TW) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

### **Annexure to Schedule VI**

#### **DUTIES AND RESPONSIBILITIES OF ASSISTANT ARTIST RETOUCHER**

1. He will be responsible to attend work of design, art work, colour designs chart and layout work as per the job requirement. He is required to indicate the colour scheme on the final art work and prepares the cut drawings, the formats of the jobs from the negatives or print jobs.
2. He is responsible for improving the quality of negative on the Positive by retouching work.
3. He will function under the section In-charge.
4. He must attend to all other works which may be assigned to him by his Superiors time to time.

**SCHEDULE -VII**

1.	Name of post	<b>D.T.P. OPERATOR</b>
2.	No. of posts	2 (Two)* (2010)* Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs.5200-20200 + GP Rs. 2400
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-32 years for male 18-37 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange /applications from candidates
8.	Educational and other qualifications required for the direct recruits	<b>Essential:</b> i) Xth Std. ( Secondary School Exam) ii) 3 years Diploma in Printing Technology from a recognized institution with three years experience of operating Computer. iii) Typing experience in Hindi & English languages in Computer. <b>Desirable:</b> 2 years experience in operating DTP/PTS system with Page Making Venture Editing, Scanning Transferring date and their output.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10.	Period of Probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods	100% by Absorption failing which by direct recruitment <b>Note:-</b> Vacancy is to be filled up by absorption from the same Press first then by transfer from other Govt. of India Presses.
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer to be made.	<b>Absorption:</b> From amongst the Compositors Grade I in the Grade Pay Rs. 2400 with 5 years regular service in the grade with 6 months of successful training in Desktop Publishing (DTP) Operating imparted by the Govt. of India Presses and qualifying in the trade test
13.	If a DPC exists, what is its composition ?	<b>Group 'C' Departmental Promotion Committee (for considering cases of confirmation) consisting of:-</b> 1) Director (IP) - Chairman 2) Asst. Commr. (TW) - Member 3) Manager (Govt. Press) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Annexure to Schedule -VII****DUTIES AND RESPONSIBILITIES OF DTP OPERATOR**

1. He is responsible for operating Key Board for English as well as Hindi.
2. He is responsible for producing a minimum outturn of 8000 ens & 7500 ems in English and Hindi respectively.
3. He is responsible for operating the Key Board for errors free composing.
4. He has also to submit daily docket to Foreman/Manager for Electronic composing work.
5. He also operates system console, line printer and laser printer and CTP Processing (News paper) and out. He requires report to Manager whosoever is the In-charge, regrind out turn and defects, if any. Further he see make up of the pages and paginate them inside system or it requires outside the system also.
6. He should not leave office without permission of the Section Officer under whom he works.
7. He must attend to any other works which may be assigned to him by his Superior time to time.

**SCHEDULE-VIII**

1.	Name of post	<b>LIGHT VEHICLE DRIVER</b>
2.	No. of post	01 (One) 2010 Subject to variation depending upon the workload
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs.5200-20200 + GP Rs. 1900
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male & 18-38 years for female (Relaxable for Govt. Servant's upto 5 years in accordance with the instructions or orders issued by Central Govt.) <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications forms from Candidates
8.	Educational and other qualifications required for the direct recruits	<b>Essential:</b> 1. 10 <sup>th</sup> Std. (Secondary School Examination) passed. 2. Must posses a valid Light Motor Vehicle driving license. 3. Must qualify in the trade test/professional test. <b>Desirable:</b> i) 2 (two) years experience in driving Light Motor Vehicle. ii) Knowledge of Motor Mechanism and capable to locate & rectify minor running repair in the vehicle. iii) Knowledge of Hindi.

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of Probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	By direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' Departmental Promotion Committee (for considering cases of confirmation)consisting of:-</b> 1) Director (IP) - Chairman 2) Asst. Commr. (TW) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Annexure to Schedule -VIII****DUTIES AND RESPONSIBILITIES OF L.V. DRIVER**

1. To drive the departmental vehicle, carrying out minor repairs.
2. Attending workshop during the repairs of vehicle and maintenance of log book.
3. Daily internal & external cleaning of vehicles.
4. Ensuring safety of vehicle.
5. He should not leave office without permission of the Officer.
6. He must attend to any other works which may be assigned to him by his Superior.

**SCHEDULE-IX**

1.	Name of post	<b>Machine Operator-cum-Layout Maker</b>
2.	No. of post	1 (one)* (2010)* Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200 + GP Rs. 2400
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible u under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.)

		<b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates
8.	Educational and other qualifications required for the direct recruits	<b>Essential:</b> i) Xth Std. (Secondary School examination passed from a recognized Board/Institute ii) 3 years Diploma in Printing Technology (Offset) from a recognized institution of Printing Technology <b>Desirable:</b> 2 years experience in the field in a Offset Press of repute and having knowledge in Layout Making
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of Probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods	<b>Promotion</b> , failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion / deputation / absorption to be made	<b>Promotion</b> From amongst the Assistant Mechanic/ Machine man Grade III in the Grade Pay Rs. 1900 with 8 years regular service in the grade with 6 months of successful training in operation of Offset Printing Machine subject to qualifying in the trade test
13.	If a DPC exists, what is its composition ?	<b>Group 'C' Departmental Promotion Committee (for considering cases of confirmation) consisting of:-</b> 1) Director (IP) - Chairman 2) Asst. Comm. (TW) - Member 3) Manager (Govt. Press) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

### **Annexure to Schedule IX**

#### **DUTIES AND RESPONSIBILITIES OF MACHINE OPERATOR-CUM-LAY OUT MAKER**

1. To carryout all works related to machine section in the Govt. Press.
2. To operate the machines and repairing of Machine.
3. To operate the printing Machine for printing of material given to him.
4. He is required to attend to any other works assigned to him by his Superiors.

**SCHEDULE-X**

1.	Name of post	<b>ETCHER</b>
2.	No. of post	1 (one)* (2010)* Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200 + GP Rs. 1900
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates
8.	Educational and other qualifications required for the direct recruits	<b>Essential:</b> (i) Passed Secondary School Certificate (10 <sup>th</sup> Std. Examination from a recognized Board.) (ii) Certificate of successful completion of apprenticeship in the trade of retouching and correction, omission under the Apprentice Act 1961 (52 of 1961) or (iii) Diploma in Printing Technology from a recognized institute <b>or</b> Certificate from a recognized school of Printing & Technology in the trade. <b>Desirable:</b> 2 years practical experience in the trade
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of Probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	<b>Promotion</b> , failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> From Machine Attendant/ Gally Proof man both in the Grade Pay Rs. 1800 with 5 years regular service in the respective grade with 6 months of successful training in the respective trade imparted by the Govt. of India Presses and qualifying in the trade test
13.	If a DPC exists, what is its composition ?	<b>Group 'C' Departmental Promotion Committee (for considering Promotion/ confirmation consisting of:-</b> 1) Director (IP) - Chairman 2) Asst. Commn. (TW) - Member 3) Manager (Govt. Press) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Annexure to Schedule –X****DUTIES AND RESPONSIBILITIES OF ETCHER**

1. To carryout cleaning of all the plates from graining Machine.
2. He is responsible to maintain details of the work attended by him.
3. Any other works as assigned by his superiors.

**SCHEDULE-XI**

1.	Name of post	<b>CAMERAMAN</b>
2.	No. of post	1 (one)* (2010)* (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200 + GP Rs. 2800
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates
8.	Educational and other qualifications required for the direct recruits	<b>Essential:</b> i) Xth Std. (Secondary School Examination) passed from a recognized Board ii) 3 years Diploma in Printing Technology from a recognized institution <b>Desirable:</b> 2 years practical experience in operation of Process Camera
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of Probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	<b>Promotion</b> failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion:</b> From amongst the Compositors Grade I in the Grade Pay Rs. 2400 with 5 years regular service in the grade with 6 months of successful training in the trade imparted by the Govt. of India Presses and qualifying in the trade test



13.	If a DPC exists, what is its composition ?	<b>Group 'C' Departmental Promotion Committee (for considering cases of Promotion/ confirmation) consisting of:-</b> 1) Director (IP) - Chairman 2) Asst. Commr. (TW) - Member 3) Manager (Govt. Press) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Annexure to Schedule -XI****DUTIES AND RESPONSIBILITIES OF CAMERAMAN**

1. He is responsible for operating the camera for printing of picture, Negatives for the reproduction of line, halftone, and colour operation work, etc. for the originals, negatives, positives etc. given to him.
2. Besides this, he will also be responsible for the general cleanliness and upkeep of the equipments.
3. Maintenance of camera, repairs, cleaning of lens etc. for keeping the camera operational.
4. The cameraman will expose the film for all the jobs allotted to him and ensure correct exposure developing and finishing work.
5. He will maintain records of the consumption of the film, chemicals etc.
6. He will also develop the exposed film in the absence of Dark Room Assistant.
7. He should not leave office without permission of the Section Officer under whom he works.
8. He must attend to all other works which may be assigned to him by his Superior.

**SCHEDULE-XII**

1.	Name of post	<b>PLATE MAKER</b>
2.	No. of posts	2 (Two)* (2010)* Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200 + GP Rs. 2400
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates

8.	Educational and other qualifications required for the direct recruits	<b><u>Essential:</u></b> i) Xth Std. (Secondary School Examination) passed from a recognized Board/Institute ii) 3 years Diploma in Offset Printing Technology from a recognized Institute of Printing & Technology <b><u>Desirable:</u></b> i) 2 years practical experience in Plate Making
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of Probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by Promotion failing which by direct recruitment.
12.	In case of recruitment by promotion/deputation / absorption, grades from which promotion/deputation/absorption to be made	<b><u>Promotion:</u></b> From amongst the Machine man Grade III in the Grade Pay Rs. 1900 with 8 years regular service in the grade with 6 months of successful training in Plate Making imparted by the Govt. of India Presses and qualifying in the trade test.
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' Departmental Promotion Committee (for considering cases of Promotion / Confirmation) consisting of:-</u></b> 1) Director (IP) - Chairman 2) Asst. Commr. (TW) - Member 3) Manager (Govt. Press) - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

### **Annexure to Schedule -XII**

#### **DUTIES AND RESPONSIBILITIES OF PLATEMAKER**

1. He will be responsible for plate making.
2. He will immediately report the defects if noticed in the equipments to the Section In-charge.
3. A Separate register will be maintained for the consumption of the plates, the daily outturn etc.
4. He will ensure that the plates prepared are of good standard.
5. He will also fill up the log book for the instructions if any for the preparation of the plates to the second shift operator. The second shift plate maker will submit the work done during the day in the form of work docket to the Section In charge.
6. He will also ensure that the plate are sent to the Machine Section whenever required.
7. He should not leave office without permission of the Section Officer under whom he works.
8. He will be required to attend to any other works which may be assigned to him by his Superiors.

**SCHEDULE -XIII**

1.	Name of post	<b>MECHANIC</b>
2.	No. of post	1 (One)* 2010* (Subject to variation dependent on workload)
3.	Classification	General Central Services group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200 + GP Rs. 2400
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No change
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Govt.) <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates
8.	Educational and other qualifications required for the direct recruits	<b>Essential:</b> i) Xth Std. (Secondary Examination) passed from a recognized Board/Institute ii) Trade certificate in Mechanic from a recognized Institute/ITI
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age: No Education Qualification: No
10.	Period of Probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by promotion failing which by direct recruit
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b>Promotion :-</b> From amongst the Assistant Mechanics in the Grade Pay Rs.1900 with 8 years regular service in the grade.
13.	If a DPC exists, what is its composition ?	<b>Group 'C' Departmental Promotion Committee (for Promotion/Confirmation )consisting of:-</b> 1) Director (IP) - Chairman 2) Asst. Commr. (TW) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Annexure to Schedule XIII****DUTIES AND RESPONSIBILITIES OF MECHANIC**

1. To carryout all maintenance works related with machines installed in the Govt. Press, repairing of printing machines etc sharpening of cutting plate etc.
2. He should perform duty in the day and night shifts as per the requirement.
3. To perform all skilled as well as unskilled nature of works related to the Machine.
4. He shall maintain records pertaining to repair, maintenance, spare parts, tools etc. wherever necessary.
5. He will be required attend to all other works which may be assigned to him by his Superiors.

**SCHEDULE - XIV**

1.	Name of post	<b>GALLY PROOF MAN</b>
2.	No. of posts	2 (Two)* (2010)* Subject to variation depending upon the workload
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	18-33 years for male & 18-38 years for female (Relaxable for Govt. Servant's upto 5 years in accordance with the instructions or orders issued by Central Govt.) <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/applications forms from Candidates.
8.	Educational and other qualifications required for the direct recruits	<b>Essential:</b> X <sup>th</sup> Std. Passed from a recognized Institute/Board. <b>Desirable:</b> 2 years experience in the relevant trade in Press of repute.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	<b>Age:</b> No <b>Educational qualification:</b> Yes
10.	Period of Probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the posts to be filled by various methods	100% by transfer failing which by direct recruitment

12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/ deputation/ absorption to be made	<b><u>Transfer:</u></b> From amongst Regular Mazdoor having education qualification as mention in para 8 and who qualify the department trade test
13.	If a DPC exists, what is its composition ?	<b><u>Group 'C' Departmental Promotion Committee for confirmation consisting of:-</u></b> 1) Director (IP) - Chairman 2) Asst. Commr. (TW) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Annexure to schedule XIV****DUTIES AND RESPONSIBILITIES OF GALLY PROOF MAN**

1. He will be required to perform duties in day and night shifts operated by the Department.
2. To give the proof of composed matters and assist the Machine man.
3. He will be required attend to any other works which may be assigned to him by his Superiors.

**SCHEDULE- XV**

1.	Name of post	<b>DAFTRY</b>
2.	No. of post	1 (one)* (2010)* (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C' Non- Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection post	NA
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	Not applicable
7.	Age limit for direct recruits	Not applicable
8.	Educational and other qualifications required for the direct recruits	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of Probations, if any	2 (Two) years

11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	By Transfer
12.	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	<b><u>Transfer:</u></b> From amongst the Peons having experience in stitching file and maintaining office records etc. and other work.
13.	If a DPC exists, what is its composition ?	<b>NA</b>
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

**Annexure to Schedule -XV****DUTIES AND RESPONSIBILITIES OF DAFTRY**

1. He will maintain all records of the office. He is required to enter all the important files/records etc. in a register and produce the same whenever required on the instruction of his section-in-charge.
2. He must always come to office in proper uniform which should be clean, neat and tidy.
3. He must be punctual in attendance and attend the office well one hour before the office start.
4. He is responsible to maintain accounts for stationary supplied to him for office use.
5. He should not leave office without permission of the Section Incharge.
6. He must attend to any other works which may be assigned to him by his Superior.

**SCHEDULE-XVI**

1.	Name of post	<b>REGULAR MAZDOOR</b>
2.	No. of posts	10 (Ten)* 2010* (Subject to variation dependent upon workload)
3.	Classification	General Central Services Group 'C' Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No

7.	Age limit for direct recruits	18-33 years for male & 18-38 years for female (Relaxable for Govt. Servant's upto 5 years in accordance with the instructions or orders issued by the Central Govt.) <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates
8.	Educational and other qualifications required for the direct recruits	<b>Essential :</b> i) X <sup>th</sup> Std. Passed from a recognized Institute/Board ii) Good Physique <b>Desirable :</b> Ability to ride Bicycle
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of Probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' Departmental Promotion Committee (for considering confirmation) consisting of:-</b> 1) Director (IP) - Chairman 2) Asst. Commr. (TW) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job description	Attached as Annexure to the Schedule

### **Annexure to Schedule -XVI**

#### **DUTIES AND RESPONSIBILITIES OF REGULAR MAZDOOR**

1. Loading and unloading of papers and other materials from main store to various sections in the press premises.
2. Carrying composed matters from composing section to Machine Section and other relating works.
3. He must always come to office in proper uniform which should be clean and his appearance should be neat and tidy.
4. He must attend to any other works which may be assigned to him by his superior.

**SCHEDULE-XVII**

1.	Name of post	<b>GATEMAN/CHOWKIDAR</b>
2.	No. of posts	3 (Three)* 2010* ( Subject to variation dependent upon workload)
3.	Classification	General Central Services Group 'C' Non-Gazetted, (Non-Ministerial)
4.	Pay Band and Grade Pay/Pay Scale	PB I Rs. 5200-20200 + GP Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the Central Civil Service (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servant's upto 5 years in accordance with the instructions or orders issued by the Central Govt.) <b>Note:</b> The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidate
8.	Educational and other qualifications required for the direct recruits	<b>Essential :</b> X <sup>th</sup> Std. (Secondary School Examination) Pass from a recognized Board/Institute <b>Desirable:</b> a) Training in Basic Refresher Courses in Home Guards and Civil Defense. b) Knowledge of Hindi or English c) Ability to ride bicycle
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of Probations, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion / deputation/transfer to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<b>Group 'C' Departmental Promotion Committee for confirmation consisting of:-</b> 1) Director (IP) - Chairman 2) Asst. Commr. (TW) - Member 3) Manager, Govt. Press - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to the Schedule



**Annexure to Schedule -XVII**

**DUTIES AND RESPONSIBILITIES OF CHOWKIDAR/WATCHMAN/GATEMAN**

1. He is responsible for watch and ward of office premises and its surroundings.
2. He should close the office building doors, windows and switch off the lights, fan after Office hours,
3. He must always come to office in proper uniform which should be clean and his appearance should be neat and tidy.
5. He is responsible to fill the water tank installed in the office premises of the water supply after office hours.
6. He must go round the office building to see that no unauthorized person are in the premises and prevent to move out any materials equipment without permission of Senior officer concerned.
7. He should maintain a diary about the movement of vehicles & report usual occurrence to the superiors.
8. He must check daily that the fire fighting equipments are in good working condition and take immediate steps for fire fighting in case there is any fire accident and also inform the Fire Service immediately.
9. He should be courteous and polite with the public.
10. He must attend any other works which may be assigned to him by higher officers.

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